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WAR FOOD ADMINISTRATION

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Washington 25, D. C.

September 23, 1943

TO: Regional Directors
Chiefs of Commodity Branches and Transportation
and Warehousing Branch.

FROM: Roy F. Hendrickson

SUBJECT: Program for the Protection of Foodstuffs and Storage.

As you know, the Food Distribution Administration has the responsibility under Executive Order 9165, establishing the Facility Security Program, for the protection of "Foodstuffs and storage including fibers, naval stores and vegetable oils" from loss or destruction caused by fire, sabotage, accidents or other causes.

The program has now been developed and is ready for immediate inauguration by the Regional offices. This program calls for the following work to be done:

1. Plant Survey:

A survey to be made to ascertain the security status of each plant. This will be done by the FDA representative calling at the plant and, with the assistance of the plant's manager, complete the survey.

The survey form is designed to obtain information which will show whether existing conditions might cause loss or damage either to the plant or agricultural products stored therein, because of negligence, accident, fire, the elements, theft, sabotage or other subversive acts, or other causes. Other questions are designed to obtain information regarding the method of selecting and investigating employees.

2. Security Deficiencies:

FDA representative will determine obvious deficiencies and discuss these with the plant manager. The manager should volunteer to have such deficiencies corrected; however, no definite recommendation for improvement will be made by the representative at the time of survey. The program will be explained as one of cooperation and helpfulness.

3. Recommendations:

After the survey report is received and studied in the Facility

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Security Program office at Washington, recommendations for action to improve security conditions will be addressed to owners or operators, with a copy going to Regional offices.

4. Follow-up:

Follow-up inspections will be made at the plant a reasonable time after these recommendations are made to determine what action, if any, has been taken, and copies of this follow-up report are to be sent to the Washington office.

The number of actual surveys to be made at the present time it is believed will not exceed seven or eight thousand facilities.

The Regional Director should assign one man in his region to be responsible for the over-all carrying out of the program. Existing FDA field personnel will be used, according to the facility involved, in making surveys and follow-up inspections. Since many of these men are either located at plants or in constant touch with them as part of their regular daily duties, and since it is estimated that to complete the survey report for even the largest type of plants will not take over one-half day and in many cases not over two hours, this will not mean a very great additional responsibility.

The survey report forms* will be furnished to the Regional offices, together with sets of instructions explaining: the information called for in each item, the method of approach to the plant management, and conduct during and after the survey. Lists of plants to be surveyed will be sent to Regional offices.

I am sure you all realize the urgent need for this work to be done immediately. It is therefore requested that you cooperate fully with this program both in the Washington office and in the field. Branch Chiefs in Washington should immediately inform field personnel of the program and advise that the Regional Directors will make assignments to them.

W. J. H. [Signature]
Director